



DEPARTMENT OF EDUCATION

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STATE SUPERINTENDENT
PUBLIC INSTRUCTION

Division of Student Transportation

Run Report Instructions for Online Reporting

The annual transportation report is designed to reflect the district's routing methods and reporting requirements in compliance to administrative rule (IDAPA 08.02.02.190 AND Standards for Idaho School Buses and Operations, pages 72-75). The required data is generated by individual bus numbers and lists bus runs for all buses.

Instructions to submit the School Bus Run Report form the System for Idaho School Transportation Reporting (S.I.S.T.R.):

- Log on to <http://www.sde.idaho.gov/finance/transport/>
- In the log in box for S.I.S.T.R. select the district/charter number from the Username drop down list.
- Type in previously assigned password and click "Login." This connects you to a list of reports available for online entry and online submitting. If you are unable to locate your password, click the "Forgot Password?" link and fill in the information. Once the information is verified, the password will be sent via e-mail to the e-mail address provided.
- Fill in the Contact Information and Save. This information will be used to send you updates on the reports submitted and other district information. Please verify this information is accurate.
- Click on the School Bus Run Report. This connects you to a list of school buses for that district.
- Click on "Edit" to update the information for all the school buses. Click "Save" when information has been entered correctly. Once the first run is saved, you will then get an option to add another run. **Warning: Do not enter zero students. If there are no students riding that bus, leave it blank.**
- In the event that information is missing or incorrect on the report, contact the webmaster using the link at the bottom of the page. In the e-mail include the district name, VIN # of the bus, and the bus #.
- After all information is entered and saved for each bus run on every bus, click "Final Submit". **Warning: Once "Final Submit" is clicked you are no longer able to edit information for the bus runs. If "Final Submit" is clicked by accident, contact Amanda Salazar @ (208) 332-6851.**
- SDE does not need a copy of this report; however, you may want to print one for your records.

Instructions for Each Field:

Date: Select a day with in the ridership count weeks selected by SDE that best benefits the district.
Note: All counts must be taken from the date selected by the district.

Actual Riders: Enter the actual number of students for each bus run (non-public, non-student, and ineligible students should not be counted). This is the number of students that are actually on the bus for the date chosen by the district. *Note: Do not calculate average or estimate counts. Also note: to be considered a run, there must be students on the bus. If no students were on the bus for that run simply do not enter anything. If zero is entered, it will create an error in the system and you will no longer be able to view that bus.*

Cap Ratio: Contains a formula for informational purposes only.